Referencing Techniques

HARVARD REFERENCE STYLE AS USED IN THE ONDERSTEEP ORT JOURNAL OF VETERINARY RESEARCH

http://www.ojvr.org/index.php/ojvr/pages/view/authors
<table>
<thead>
<tr>
<th>Books</th>
<th>Single Author</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-Text Example</strong></td>
<td><strong>Reference List Example</strong></td>
</tr>
</tbody>
</table>
In-Text Example

(Laudon & Laudon 2003)

Reference List Example

In-Text Example

In-text: initially
(Coveney, Ganster & King 2003)
In-text: thereafter
(Coveney et al. 2003)

Reference List Example

In-text: initially
(Department of Foreign Affairs and Trade 2002)

In-text: thereafter
(DFAT 2002)

In-Text Example

(ed. Shaw 2003)

Shaw (ed. 2003:87) indicates that ‘...

Current essays edited by Shaw (2003) suggest ...

Reference List Example


### Books

**Book collection/ One volume of multi-volume work**

<table>
<thead>
<tr>
<th>In-Text Example</th>
<th>Reference List Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hudson and Bolton (eds. 1997:32) stated that ‘...’</td>
<td></td>
</tr>
</tbody>
</table>
In-Text Example

(Howard 1998)

Chapter 5

Reference List Example

In-text: initially
(Johnston, Mak & Kurnia 2001)

In-text: thereafter
(Johnston et al. 2001)

A comprehensive study conducted in 1998 indicated that business in Australia is growing exponentially (Jones et al. 1999).

Or

Jones et al. (1999:34) suggested in their comprehensive study that ‘...’.


- Note:
  - Use *et al.* in all in-text entries. Include all of the authors in the reference list.
  - If there is another reference starting with Jones, for example, Jones, Larsen, Green and Matthews, the names of all the authors should be given in both cases to avoid confusion.
In-Text Example

(Oppenheim 1981)

Reference List Example

Books
Second, further or revised editions

In-Text Example
(Dyson 1977)

Reference List Example

In-Text Example

(Bakhtin 1984)

Reference List Example


University research (Brown 1982, 1988) has indicated that ...

or

Recent reports (Napier 1993a, 1993b) indicate that ...

- Note:
  - When using two studies by the same author in different years, paraphrasing is essential. Place in chronological order—oldest first.

Ideas by Napier (1993b) were implemented ...

- Note:
  - You may use direct quotes when using the sources separately.
  - Add a, b, c, etc. to differentiate between works in the same year by using the alphabetical order of the title.


A. Carter (1999) proposed that class size seriously limited creativity in the lower school. Further investigation proved there were notable weaknesses in this claim (Carter, T 1999).

- Note:
  - As a general rule, it is advisable to paraphrase in this instance.


<table>
<thead>
<tr>
<th>In-Text Example</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>A recent theory (Johnston 1993:5) on group dynamics states that ‘...’</td>
<td></td>
</tr>
</tbody>
</table>
### Books
Several sources are cited at once

<table>
<thead>
<tr>
<th>In-Text Example</th>
<th>Reference List Example</th>
</tr>
</thead>
</table>
| Bradford (1992), Curtis (1983), and Graham (1997) all agree ...  

*Or*

Recent studies (Bradford 1992; Curtis 1983; Graham 1997) agree that ...  

- **Note:**  
  - Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon.  
  - Alphabetise according to the name of the first author in each source. Separate entries by using semicolons.


- **Note:**  
  - Each author will appear as a separate entry in the reference list.
### In-Text Example

Bridging courses are studied by students who have not previously ... (Lansdown n.d.).

Or

Lansdown (n.d.:13) found that ‘...’

### Reference List Example

Lansdown, M. n.d., *Bridging courses*, Central Queensland University, Rockhampton.
In a draft policy release, the Queensland Education Department (c. 1995) suggests ...

*Or*

‘Disciplining a child should not invoke …’ (Queensland Education Department c.1995:xxii).

<table>
<thead>
<tr>
<th>In-Text Example</th>
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</tr>
</thead>
</table>
(Lamb & Kling 2003)

Lamb, R. & Kling, R., 2003, 'Reconceptualizing users as social actors in information systems research', *MIS Quarterly* 27(2), 197.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>It has been suggested that ‘growth at all cost is no longer available option’ (Sprague &amp; Shameen 1999: 50).</td>
<td></td>
</tr>
</tbody>
</table>
In-Text Example

(Kuebler 2004)

Reference List Example


- The volume number should be provided in Arabic numeral, without the preceding abbreviation “v”, “vol.” or “jrg.”. Full page numbers must be given.

- If the date or place of publication is missing, the abbreviation “n.d.” is used instead of referring to the date of publication and “s.l.” instead of referring to the place of publication.

- The date is placed in square brackets if the date of publication is known to the user but is not explicitly mentioned in the book or journal.
<table>
<thead>
<tr>
<th>In-Text Example</th>
<th>Reference List Example</th>
</tr>
</thead>
</table>
(Eidenberger et al. 2002)

In-Text Example

(Fitzsimmons 2005)

Reference List Example

### Theses and Reports

#### In-Text Example

(Rouse 2002)

#### Reference List Example

Encyclopedias and Dictionaries

In-Text Example

(Karlof 2002)

Reference List Example

In-Text Example

(Sydney Morning Herald 7 March 1994:8)

Reference List Example

'UNSW gains top ranking from quality team', Sydney Morning Herald, 30 February, 1994, p. 21.
In-Text Example

(Barker 2004)

Reference List Example


Donaghy, B., 1994, 'National meeting set to review tertiary admissions', Campus News, 3-9 March, p. 3.
In-Text Example

(Knight 2004)

Reference List Example


- Note:
  - Always evaluate information found in magazines for ‘scholarliness’ — including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly pieces of work for research.
<table>
<thead>
<tr>
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</tr>
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</table>
Software
No named author

In-Text Example

(OpenOffice.org 2005)

Reference List Example


- Title of software - in italics: MATLAB
- Version of software: version 6.5.1,
- Year of publication: 2003,
- Identifier: computer software,
- Publisher: The MathWorks Inc.,
- Place of publication: Natick, Massachusetts.
<table>
<thead>
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<tbody>
<tr>
<td><em>or</em></td>
<td></td>
</tr>
<tr>
<td>Greenpeace (n.d.:1 of 2 ) recommends that ‘fewer genetically ...’.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- The title of a webpage is treated like the title of a book. It is written in italics in the reference list.
In-Text Example

(Arch & Letourneau 2002)

Reference List Example

In-Text Example

(Eck 2002)

Reference List Example

In-Text Example

(Lenoir 2003)

Reference List Example

In-Text Example

(Mueller et al. 2003)

Reference List Example

In-Text Example

(Wolter et al. 2003)

Reference List Example

### Other References

#### CD-ROM

<table>
<thead>
<tr>
<th>In-Text Example</th>
<th>Reference List Example</th>
</tr>
</thead>
</table>
### In-Text Example

(Grumpy meets the orchestra 1992)

### Reference List Example

In-Text Example

(Sangare 1997)

Reference List Example


- Author (performer): Sangare, O.,
- Date (year): 1997,
- Title (piece) - in single quotes: 'Dugu Kamalemba',
- Title (collection) - in italics: in *The divas from Mali*,
- Identifier: audio CD,
- Publisher: Network Medien GmbH,
- Place: D-60316 Frankfurt.
- Qualifier: Track #10.
Other References  
Personal Communication: Individual  

**In-Text Example**

- When interviewed on 15 May 2001, Mr R. Forbes stated...

  OR

- Mr R. Forbes confirmed his statement by fax on 15 May 2003...

  OR


**Reference List Example**

- Not included in the Reference list.
<table>
<thead>
<tr>
<th>In-Text Example</th>
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<tbody>
<tr>
<td>(Milnthorpe 2002)</td>
<td>Milnthorpe, R.Q., 2002, e-mail, 26 November, <a href="mailto:milnthorpe@scraggembback.com.au">milnthorpe@scraggembback.com.au</a></td>
</tr>
</tbody>
</table>

- **Author:** Milnthorpe, RQ
- **Date (year):** 2002,
- **Identifier:** e-mail,
- **Date:** 26 November,
- **Address:** milnthorpe@scraggembback.com.au
"There is no need to panic", stated Mr R. Forbes at his public lecture on 18 May 2003...

OR

The Chair (Seminar on the Moonee Ponds Phenomena 11 June 2003) drew attention to the unexplained spontaneous combustion of Mr Ron Forbes...

- Not included in the Reference list.
In-Text Example:
(Viking O'Neil 1991:32-33)

Reference List Example:

- Author: Viking O'Neil
- Date: 1991,
- Title - in italics: *Australian Road Atlas*,
- Edition: 10th edn,
- Publisher: Penguin Books Australia,
- City: Melbourne,
- Pages: pp. 32-33.
In-Text Example

(maps.com 1999)

Reference List Example


- Author: maps.com,
- Date: 1999,
- Title - in italics: Bhutan,
- Viewed: viewed 11 September 2003,
In-Text Example

(Alston 2003)

Reference List Example

<table>
<thead>
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<tr>
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<td>Reference List Example</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>When citing government, legal or standards documents, it is recommended that for citing divisions of Acts and Ordinances, use s. or ss. for citing sections.</td>
<td>Department of Immigration and Multicultural Affairs 2001, Immigration: Federation to century's end 1901-2000, Statistics Section, Business Branch, Department of Immigration and Multicultural Affairs, Canberra.</td>
</tr>
<tr>
<td>In-Text Example</td>
<td>Reference List Example</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>It must be realised that intent must be established before a prosecution can proceed concerning underage drinking (Queensland Government 1962, s. 12, ss. 5).</td>
<td>Queensland Government, 1962, <em>Queensland State Liquor Act</em>, Author, Brisbane.</td>
</tr>
<tr>
<td>Or</td>
<td>• Note:</td>
</tr>
<tr>
<td>Intent must be established before a prosecution can ‘...’ (Queensland Government 1962, s. 12, ss. 5).</td>
<td>◦ Author refers back to the sponsor who is also the publisher.</td>
</tr>
</tbody>
</table>
According to the Standards Association of Australia (1997), ...

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<tbody>
<tr>
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</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Or</td>
<td><em>rigid-rod polyamides</em>, US patent 5 247 057.</td>
</tr>
<tr>
<td>Tan and Arnold (1993, n.p.) protected their ideas by ‘...’</td>
<td></td>
</tr>
</tbody>
</table>
In-Text Example

(New South Wales Dept of Primary Industries 2005)

Reference List Example


- Include as much information as available. The publisher’s name may be abbreviated if it is also the author.
De Kooning’s 1952 painting 'Woman and Bicycle' (Hughes 1980:295) is an example of ...

**In-Text Example**

Reports by Hallinan (2000) indicate that ...  

*Or*

Similarly, Hallinan (2000:66) reported that ‘...’

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**Reference List Example**

A recent report (Central Queensland University (CQU) 2000) has suggested that ...

Or

Findings from a 1999 study indicate that ‘...’ (Central Queensland University (CQU) 2000:5).

The importance of aerobic exercise ... (The respiratory system 2000).

Or

Aerobic exercise is valuable because of its ‘...’ (The respiratory system 2000:1).

The respiratory system, Tutorial handout distributed in the unit, HHM72160 Human anatomy, Central Queensland University, Gladstone on 2 March 2000.

• Note:
  ○ No italics nor quotation marks are shown because class handouts are unpublished sources.
Thompson (2001) found that the first teaching day may result in mixed emotions for many first year teachers.

Or

It has been found that beginner teachers, on their first day in the class room, will ‘…’ (Thompson 2001:1).

These particular lines (Psalm 23:6–8) refer the reader to ...

**Note:**
- Bible references are not included in a reference list.
The position of the new city is to be in south-east Queensland (ed. Eales 2003, Map 34).

The position of the new city is to be in south-east Queensland (*The Jacaranda atlas 2003*, Map 34).